

# Workplace Emergency Procedures Template

**Workplace Name:**

Enter workplace name

**Location/Address:**

Enter location/address

**Prepared by:**

Enter name

**Date:**

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## 1. Emergency Contacts

**Internal Contacts:**

e.g. Supervisor, First Aid Officer, Manager

**External Contacts:**

e.g. Fire, Police, Ambulance, Poison Control

## 2. Types of Emergencies

- **Fire**

Describe procedure, exits, assembly points, etc.

- **Medical Emergency**

Describe response, contacts, first aid protocols

- **Evacuation**

Describe evacuation plan, routes, meeting points

- **Other (e.g. Chemical Spill, Natural Disaster)**

Describe procedure

## 3. Roles & Responsibilities

### 1. Employees

Basic responsibilities during emergencies

### 2. Emergency Wardens/Staff

Duties of designated personnel

## 4. Emergency Equipment

e.g. Fire extinguishers, first aid kits, emergency exits, alarms

## 5. Training & Drills

Describe frequency and process for emergency drills and training

## 6. Review & Updates

Describe plan for reviewing and updating the procedures